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NASA Procedural Requirements

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COMPLIANCE IS MANDATORY

NASA Career Transition Assistance Plan

Responsible Office: Office of Human Capital Management

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Preface

P.1 Purpose

a. NASA is committed to providing assistance to its employees who become surplus or displaced through workforce actions or who are separated due to compensable injury or disability. This NPR constitutes the Agency Career Transition Assistance Plan (CTAP) for providing career transition opportunities for NASA surplus and displaced employees. It also provides policy on the operation of the Reemployment Priority List (RPL) to provide reemployment consideration for current and former NASA employees who are eligible for RPL registration; the operation of the Interagency Career Transition Assistance Plan; and the NASA program for special repromotion consideration for employees who are downgraded due to workforce actions or job reclassification.

b. This NPR must be used in conjunction with the statutory and regulatory requirements referenced herein. Center Human Resources (HR) Offices should be consulted for further information and guidance.

P.2 Applicability

This NPR is applicable to NASA Headquarters, NASA Centers (including Component Facilities), the NASA Shared Services Center, and the Office of the Inspector General. Unless otherwise indicated, use of the word Center(s) in the text of this NPR includes NASA Headquarters and the NASA Shared Services Center. Any reference to Center Director(s) includes the Assistant Administrator for Infrastructure and Administration and the Executive Director, NASA Shared Services Center.

P.3 Authority

- a. 5 CFR 330, Subpart B, Reemployment Priority List.
- b. 5 CFR 330, Subpart F, Agency Career Transition Assistance Plans for Local Surplus and Displaced Employees.
- c. 5 CFR 330, Subpart G, Interagency Career Transition Assistance Plans for Displaced Employees.
- d. 5 CFR Part 351, Reduction in Force.
- e. 5 CFR Part 536, Grade and Pay Retention.
- f. President's Memorandum of September 12, 1995, "Career Transition Assistance for Federal Employees."

P.4 References

- a. NPD 3000.1B, Management of Human Resources.
- b. NPR 3335.1G, Internal Placement of NASA Employees.
- c. NPD 1440.6G, NASA Records Management.
- d. NPR 1441.1D, NASA Records Retention Schedules (w/change 2, 5/17/04).

P.5 Cancellation

NPR 3330.1, NASA Career Transition Assistance Program (CTAP), dated May 7, 1999.

/S/
Thomas Luedtke

Acting Associate Administrator
for Institutions and Management

Chapter 1. NASA Career Transition Assistance Plan (CTAP) Special Selection Priority

1.1 Introduction

Federal agencies are required to establish CTAPs to assist their surplus and displaced employees affected by downsizing and restructuring. Such plans include programs to assist employees in transitioning to other employment and policies to provide special selection priority to well-qualified surplus and displaced employees who apply for Agency vacancies in the local commuting area. This NPR constitutes NASA's CTAP. This chapter of the NPR provides NASA's policies for special selection priority under CTAP, as prescribed in 5 CFR 330 Subpart F.

1.2 Responsibility

1.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the regulations, policies, and procedures governing special selection priority for NASA surplus and displaced employees.

1.2.2 Center Human Resources Directors shall:

- a. Ensure that selection practices for filling all competitive service vacancies comply with the requirements to give special selection priority to any CTAP eligibles.
- b. Provide each eligible employee with written information about CTAP assistance and special selection priority at the time the Center issues a specific reduction in force (RIF) separation notice, certificate of expected separation, or other official certification that identifies an employee as likely to be separated by RIF, or removed under adverse action procedures for declining a directed reassignment or a transfer of function outside the local commuting area.
- c. Conduct a specific orientation session for surplus and displaced Center employees on the eligibility requirements for special selection priority under CTAP, including how to apply for vacancies under CTAP.
- d. Ensure that employees eligible for CTAP special selection priority are notified of vacancies in the local commuting area and understand the requirements to be determined well-qualified for the vacancies.
- e. Ensure that Center vacancy announcements contain information on how CTAP-eligible employees can apply, required proof of eligibility, and the requirements for being determined well-qualified for the vacancies.
- f. Advise CTAP eligibles in writing of the results of their applications and the results of an independent second review for applicants identified as not well-qualified for a vacancy for which they apply.

1.2.3. Employees are responsible for:

- a. Requesting CTAP selection priority by applying for specific NASA vacancies in the local commuting area in which they are interested and answering the applicable question in NASA STARS indicating their eligibility for CTAP.
- b. Providing proof of CTAP eligibility when notified of tentative selection under an announcement for which they indicated CTAP eligibility.

1.3 Coverage

The policies in this chapter apply to all surplus and displaced NASA civilian employees affected by downsizing and restructuring, as defined in paragraph 1.4, who would otherwise meet the eligibility requirements for CTAP placement assistance as described in paragraph 1.6.

1.4 Definitions

1.4.1 A displaced employee is a NASA employee who is:

- a. A current career or career-conditional competitive service employee in tenure group I or II, at grade levels GS-15 or equivalent and below, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area.
- b. A current employee in the excepted service, serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who is in receipt of a RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area.
- c. A current employee serving on a Schedule A or B excepted appointment without time limit, at grade levels GS-15 or equivalent and below, and who has received a RIF notice of separation or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. Schedule A or B employees may exercise selection priority for permanent excepted service NASA positions within the local commuting area, provided the position to which appointed has the same appointing authority, i.e., Schedule A or B, as the position from which being separated.

1.4.2 A surplus employee is:

- a. A current employee serving under an appointment in the competitive service, in tenure group I or II, at grade levels GS-15 or equivalent and below, who has received a certificate of expected separation or other official certification issued by NASA indicating that the employee's position is surplus.
- b. A current employee serving on an excepted service appointment without time limit, at grade levels GS-15 or equivalent and below, who has been issued a certificate of expected separation or other official certification indicating that the employee's position is surplus, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service.
- c. A current employee serving on a Schedule A or B excepted appointment without time limit, at grade levels GS-15 or equivalent and below, and who is in receipt of a certificate of expected separation or other official certification indicating that the employee's job is surplus. Schedule A or B employees may exercise selection priority for permanent excepted service NASA positions within the local commuting area, provided the position to which appointed has the same appointing authority, i.e., Schedule A or B, as the position from which being separated.

1.4.3 A well-qualified employee for purposes of CTAP eligibility must possess knowledge, skills, and abilities which exceed the minimum qualification requirements for the position and meet all other requirements identified in 5 CFR 330.604(k). Qualified candidates will be assigned to one of three quality levels based on the degree to which their competencies meet the duties required. For the purpose of CTAP, candidates rated in the top quality level are considered well-qualified. In instances in which all minimally eligible candidates are referred (e.g., under the Distinguished Scholar authority), then CTAP eligibles who are minimally eligible have selection priority over other candidates.

1.4.4 Local commuting area is defined in 5 CFR 330.604(e). NASA Headquarters and Goddard Space Flight Center are considered to be in the same local commuting area. The NASA Shared Services Center and Stennis Space Center are in the same local commuting area. All other Centers and facilities are in their own separate commuting areas.

1.5 Special Selection Priority: Eligibility

1.5.1 A surplus or displaced employee who is still on NASA's rolls is eligible for CTAP special selection priority if the following conditions are met:

- a. Has a current performance rating of record of at least fully successful or equivalent.
- b. Applies for a NASA vacancy that is at or below the employee's current grade level (and with no greater promotion potential).
- c. Occupies a position in the same local commuting area of the vacancy.
- d. Files an application for a specific vacancy within the timeframes established by the vacancy announcement and provides the appropriate proof of CTAP eligibility (e.g., RIF separation notice, certificate of expected separation,

notice of proposed removal) in accordance with the announcement's instructions.

e. Is determined to be well-qualified for the vacancy.

1.5.2 Employees are eligible for CTAP special selection priority on the date they are issued the RIF separation notice, a notice of proposed separation for declining a directed reassignment or transfer of function outside the local commuting area, or a certificate of expected separation (or other official certification) stating that the employee's position is surplus.

1.5.3 Eligibility for special selection priority expires on the earliest of:

a. The RIF separation date, the date of the employee's resignation, retirement, or separation from the Agency (including separation under adverse action procedures for declining a directed reassignment or transfer of function or similar relocation to another local commuting area).

b. Cancellation of the RIF separation notice, certificate of expected separation, notice of proposed removal for declining a directed reassignment or transfer of function outside the commuting area, or other official Agency certification identifying the employee as surplus.

c. Effective date of the employee's career, career-conditional, or excepted appointment without time limit (subsequent to the displacement leading to the CTAP eligibility) in any agency at any grade level.

d. The date of declination of a career, career conditional, or excepted appointment without time limit within NASA, for which the employee has applied and been rated well-qualified. Declination of a temporary or term position does not affect the employee's selection priority for permanent positions.

1.6 Special Selection Priority: Operation

1.6.1 Except as indicated in paragraph 1.7, whenever a Center is filling a competitive service vacancy for a total of 121 days or more (including extensions), it must select a NASA CTAP eligible in the local commuting area who is well-qualified for the position before selecting any other candidate unless another employee would otherwise be separated by a RIF.

1.6.2 If a Center makes an initial determination that a CTAP applicant is not well-qualified for the vacancy, it must conduct an independent second review of the qualifications determination before referral lists are issued. The independent second review must be conducted by an HR specialist or subject-matter expert who did not make the initial determination. Upon completion of the independent second review, the applicant must be advised in writing of the results of the review.

1.6.3 If there are multiple well-qualified CTAP eligibles, the selecting official may select any one of them for the vacancy.

1.6.4 If displaced or surplus candidates do not meet the definition of well-qualified as defined in paragraph 1.4.3, they will be considered under normal rating and ranking procedures with other qualified candidates.

1.7 Exceptions to Special Selection Priority

Actions that are not subject to CTAP special selection priority are identified in 5 CFR 330.606(d).

Chapter 2. Career Transition Assistance Services

2.1 Introduction

Federal agencies are required to provide career transition services to employees who may be impacted by restructuring or workforce realignment. NASA is committed to providing assistance to its surplus and displaced employees, including employees in the excepted service and the Senior Executive Service, to transition to other new and rewarding opportunities elsewhere in NASA or transition to careers either within or outside the Government. Any career transition assistance offered by the Agency should be flexible to meet the needs of the individual employee. NASA will provide career transition assistance to include such services as counseling, interview coaching, resume preparation, organization of job fairs, information on job vacancies, and job search assistance. Priority may be given to displaced employees, as defined in Chapter 1, paragraph 1.4.1, over other employees eligible for career transition services.

2.2 Responsibility

2.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the regulations, policies, and procedures governing career transition services for Federal employees, as specified under this chapter.

2.2.2 Center Human Resources Officers may provide career transition assistance services that go beyond these requirements to give displaced and surplus employees additional placement opportunities.

2.3 Career Transition Services

2.3.1 Excused Absence. Displaced and surplus employees may be authorized excused absence for purposes of career transition. Employees who have received a certificate of expected separation may be authorized up to eight hours of excused absence per pay period by their supervisor. Employees who have received a RIF separation notice may be authorized additional excused absence at the discretion of their supervisor.

2.3.2 Use of Government Equipment. Limited use of Government equipment for purposes of career transition is permissible. Employees must consult with their supervisors prior to utilizing office equipment (including fax machine, computers, copiers, and printers) so that it does not interfere with work responsibilities. The employees' supervisor retains final authority on the type and amount of Government equipment that can be used for this purpose. An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes (e.g., outside employment).

2.3.3 Access to Services or Facilities after Separation. Available transition assistance services provided under a CTAP plan can be used by CTAP eligibles up to six months after separation. However, current NASA employees will be given priority for career transition services.

2.3.4 Orientation Session on the Use of Career Transition Services. When a Center identifies employees as surplus or displaced, as defined in Chapter 1, paragraph 1.4, the Center Human Resources Office will provide a specific orientation session for the affected employees. The orientation must include information on the use of career transition services and the eligibility requirements for selection priority under CTAP, Interagency Career Transition Assistance Program (ICTAP), and information on how to apply for vacancies under the CTAP and ICTAP (if applicable).

2.3.5 Retraining to be Provided to Employees. NASA may provide retraining of surplus and displaced employees who require enhanced skills for placement in continuing positions within the Agency, elsewhere in the Federal Government, or in the private sector. The level and scope of training provided will be determined on a case-by-case basis. Factors to be considered in deciding whether training will be provided include, but are not limited to, the amount and type of training needed, cost of training, duration of training, and need for the resulting skills. Employees needing training must work with their supervisor and human resources office to prepare an Individual Development Plan (IDP) for

employee development, which is required for retraining.

2.3.6 Access for Employees with Disabilities. Each Center will make career enhancement services available to all of its civil service employees. Centers will ensure that all services and opportunities are accessible to employees with disabilities and, when necessary, develop policies for such services at remote locations. Service will include information and guidance on Federal, state, and local resources for employees with disabilities.

Chapter 3. NASA Interagency Career Transition Assistance Plan (ICTAP) for Displaced Employees

3.1 Introduction

Federal agencies are required to establish procedures to ensure that, when considering candidates from outside their workforce for vacancies lasting 121 days or more, special selection priority is given to any well-qualified, displaced employee who applies for the vacancy from another agency in the local commuting area. This chapter provides NASA's policies for special selection priority under ICTAP.

3.2 Responsibility

3.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the applicable regulations, policies, and procedures governing special selection priority for Federal employees under the ICTAP.

3.2.2 Center Human Resources Directors shall:

- a. Ensure that selection practices for filling all competitive service vacancies comply with the requirements to give special selection priority to any ICTAP eligibles.
- b. Provide each eligible NASA employee with information, in writing, about ICTAP assistance and special selection priority at the time the Center issues a specific RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. Guidance on applying for vacancies under ICTAP and the documentation generally required as proof of eligibility shall be included.
- c. Conduct a specific orientation session for displaced Center employees on the eligibility requirements for selection priority under ICTAP, including information on applying for vacancies under ICTAP.
- d. Ensure that Center vacancy announcements contain information on how ICTAP-eligible employees can apply, required proof of eligibility, and the requirements for being determined well-qualified.
- e. Advise ICTAP-eligibles in writing of the results of their application and the results of an independent second review if the applicants are identified as not well-qualified for a vacancy for which they apply.
- f. Advise well-qualified, ICTAP eligibles when another well-qualified ICTAP eligible is selected.

3.3 Coverage

The policies in this chapter apply to all surplus and displaced Federal civilian employees affected by downsizing and restructuring, as defined in paragraph 3.4, who would otherwise meet the eligibility requirements for ICTAP placement assistance, as described in paragraph 3.5, and wish to be considered under NASA vacancy announcements for positions in the same local commuting area.

3.4 Definitions

3.4.1 A displaced employee is:

- a. A current career or career-conditional competitive service employee, in tenure group I or II, at grade levels GS-15 or equivalent and below, who has received a specific RIF separation notice, or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area.
- b. A former career or career-conditional competitive service employee, in tenure group I or II, at grade levels GS-15 or

equivalent and below, who was separated through RIF or removed for declining a directed reassignment or transfer of function outside the local area.

- c. A former career or career-conditional employee who was separated because of a compensable injury or illness, whose compensation has been terminated and whose former agency is unable to place the individual as required by 5 CFR §353.110(b).
- d. A former career or career-conditional competitive service employee, in tenure group I or II, who retired with a disability and whose disability annuity has been or is being terminated.
- e. A former career or career-conditional competitive service employee, in tenure group I or II, at grade levels GS-15 or equivalent or below, who received a RIF separation notice and who retired on the effective date of the RIF or under the discontinued service retirement option.
- f. A former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM.
- g. A current Executive Branch employee in the excepted service, serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service and who is in receipt of a RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area.
- h. A former Executive Branch employee in the excepted service, who served on an appointment without time limit, at grade levels GS-15 or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has been separated through a RIF or removed for declining a directed reassignment or transfer of function outside of the local commuting area.

3.4.2 A well-qualified employee, for purposes of ICTAP eligibility, must possess knowledge, skills, and abilities which exceed the minimum qualification requirements for the position and meet all other requirements identified in 5 CFR 330.604(k). Qualified candidates will be assigned to one of three quality levels based on the degree to which their competencies meet the duties required. For the purpose of ICTAP, candidates rated at the top-quality level are considered well-qualified. In instances in which all minimally eligible candidates are referred (e.g., under the Distinguished Scholar authority), then ICTAP eligibles who are minimally eligible have selection priority over other candidates.

3.4.3 Local commuting area is defined in 5 CFR 330.604(e). NASA Headquarters and Goddard Space Flight Center are considered to be in the same local commuting area. The NASA Shared Services Center and Stennis Space Center are in the same local commuting area.

3.5 Special Selection Priority: Eligibility

3.5.1 Individuals are eligible for ICTAP special selection priority for a NASA vacancy if they meet the following conditions:

- a. Are a displaced employee.
- b. Have a current (or last) performance rating of record of at least fully successful or equivalent unless qualifying on the basis of the criteria in subparagraphs 3.4.1.c, d, or f.
- c. Apply for a NASA vacancy at or below the grade from which the employee has been, or is being, separated that does not have greater promotion potential than the position from which the employee has been, or is being, separated.
- d. Occupy or were displaced from a position in the same local commuting area of the vacancy.
- e. File an application for a specific vacancy within the timeframes established by the vacancy announcement and provide the appropriate proof of ICTAP eligibility.
- f. Are determined to be well-qualified for the vacancy.

3.5.2 Eligibility for special selection priority begins on the date:

- a. The Agency issues the employee a RIF separation notice.
- b. The Agency certifies that it cannot place an employee whose compensable injury compensation has been terminated.

- c. An employee is notified that his or her disability annuity has been or is being terminated.
- d. The Agency issues a formal notice of proposed separation to an employee for declining a transfer of function or directed reassignment outside the local commuting area.
- e. The National Guard Bureau or Military Department certifies that a technician is receiving a special disability retirement annuity.

3.5.3 Eligibility for ICTAP special selection priority expires:

- a. One year after separation.
- b. One year after receiving the notification or certification that provided ICTAP eligibility.
- c. When the employee receives a career, career-conditional, or excepted appointment without time limit in any agency at any grade level.
- d. When the employee no longer meets the eligibility requirements (e.g., the employee is no longer being separated by RIF).
- e. When an eligible employee declines a career, career-conditional, or excepted appointment without time limit for which the employee has applied and been rated well-qualified.
- f. Upon failure to respond within a reasonable period of time to an offer or official inquiry of availability. (Documentation of efforts to communicate with the individual must be retained in the file.)

3.6 Special Selection Priority in Filling Vacancies from Outside the NASA Workforce

3.6.1 Except as indicated in paragraph 3.7, whenever a Center is filling a competitive service vacancy for a total of 121 days or more (including extensions) from outside the NASA workforce, it must select, in the order listed below, the following candidates before it can select another candidate from outside NASA:

- a. Current or former NASA employees eligible under the Reemployment Priority List.
- b. NASA employees eligible under CTAP.
- c. Current or former Federal employees with ICTAP eligibility.

3.6.2 If there are multiple well-qualified ICTAP eligibles, the selecting official may select any one of them for the vacancy.

3.6.3 If a Center makes an initial determination that an ICTAP applicant is not well-qualified for the vacancy, it must conduct an independent second review of the qualifications determination before referral lists are issued. The independent second review must be conducted by an HR specialist or subject-matter expert who did not make the initial determination. Upon completion of the review, the applicant must be advised in writing of the results.

3.7 Exceptions to Special Selection Priority

Actions that are not subject to ICTAP special selection priority are identified in 5 CFR 330.705(c).

Chapter 4. Reemployment Priority List (RPL)

4.1 Introduction

4.1.1 The RPL is a placement program that provides reemployment consideration for current and former career and career-conditional competitive service employees who are separated by RIF or have received a RIF separation notice or certificate of expected separation or are separated (or who accept a lower-graded position instead of separation) due to compensable injury or disability and who fully recover more than one year from the date compensation is payable. Federal regulations require each agency to establish and maintain an RPL specific to each commuting area for its employees who meet the eligibility requirements.

4.1.2 In accordance with the policies in paragraph 4.6, NASA RPL registrants are given priority consideration for competitive service vacancies over applicants who do not work for NASA.

4.2 Responsibility

4.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the statutory and regulatory requirements for maintaining and operating an RPL.

4.2.2 Center Human Resources Directors shall:

- a. Establish and maintain an RPL for the commuting area of their respective Center and, if applicable, an RPL for any facility outside of the Center commuting area. If two or more NASA Centers or components are in the same commuting area, a single RPL will be established and maintained for the NASA activities in that commuting area. The RPL requires the endorsement of the affected Centers.
- b. Provide each eligible employee with information about the RPL, including appeal rights, at the time the employee is given a specific RIF notice of separation or a certification of expected separation.
- c. Register eligible Center employees on the RPL within ten calendar days after receipt of an application or request from the individual.
- d. Ensure that selection practices for filling all competitive service vacancies comply with the requirements to give priority consideration to any RPL registrants.

4.2.3 Employees who are eligible for RPL registration are responsible for requesting registration within the required timeframe, as well as providing any changes to the information on the registration.

4.3 Commuting Area

4.3.1 Local commuting area is defined in 5 CFR 351.203. For purposes of operating the RPL, NASA Headquarters and Goddard Space Flight Center are considered to be in the same local commuting area. The NASA Shared Services Center and Stennis Space Center are in the same local commuting area.

4.4 Eligibility

4.4.1 A NASA employee affected by a RIF is eligible for RPL registration if the employee:

- a. Has received a specific notice of RIF separation or a certification of expected separation.
- b. Is serving under a competitive service appointment in tenure group I or II.
- c. Has received a rating above unacceptable (level 1) as the last annual performance rating of record.

d. Has not declined a RIF offer of a position with the same type of work schedule and a representative rate at least as high as that of the position from which the employee was or will be separated.

e. Submits the application for RPL registration no later than 30 calendar days after the RIF separation date.

4.4.2 A NASA competitive service employee in tenure group I or II who is separated (or who accepts a lower-graded position in lieu of separation) due to a compensable injury or disability and who has fully recovered more than one year after compensation began is entitled to be placed on the RPL if the employee applies for reemployment within 30 calendar days after the date compensation ceases. However, if an appeal for continuation of compensation is filed, the 30-day period begins the day after resolution is reached.

4.5 Registration

4.5.1 Employees who are eligible for RPL registration, based on a RIF, are entered on the RPL only for the local commuting area where the employee's former position was located. In the case of an RPL that has major components throughout a large commuting area (e.g., Headquarters and Goddard), employees may indicate availability for only one of those components if they desire. Eligible employees may register for positions for which qualified and available that are not at a higher grade (or equivalent), have no greater promotion potential than the position from which the employee was or will be separated, and have the same type of work schedule (full-time, part-time, intermittent, seasonal, on-call) as the position from which the employee was or will be separated. Employees may indicate availability for permanent, term, and temporary positions. In addition, an employee is entitled to consideration for any higher grade previously held on a nontemporary basis in the competitive service from which the employee was demoted under RIF procedures.

4.5.2 To be entered on the RPL, an eligible employee must complete the application form provided by the Center and attach a resume. The form and resume must be submitted to the HR office within the required timeframe.

4.5.3 Registration may occur as soon as a specific RIF notice of separation or a certification of expected separation has been issued. The employee must submit the application within 30 calendar days after the RIF separation date. An employee who fails to submit a timely application form and resume is not entitled to be placed on the RPL.

4.5.4 Employees who are eligible for RPL registration, based on injury compensation, are entered on the RPL for the local commuting area of their former position and registered for their former position or an equivalent position (i.e., a position with the same representative rate as the employee's former position).

4.5.5 Reemployment must be requested within 30 calendar days after the compensation ceases. When an appeal for continuation of compensation is filed, the 30-day period begins the day after resolution is reached.

4.5.6 If 90 days after initial registration, NASA is unable to reinstate the registrant in the commuting area, employees may extend their registration to additional commuting areas. Employees are responsible for contacting the registering HR office to request extension of their registration.

4.5.7 In lieu of consideration at other commuting areas, registrants may extend their registration at their former local commuting area for the next best available position. This extension may occur 90 days or more after the initial registration. The Center HR staff will assist the employee in determining the most appropriate additional position for which to register based on an assessment of potential placement opportunities.

4.6 Restrictions in Filling Positions

4.6.1 If a qualified individual is available on the Center's RPL, the Center may not offer a position to an individual who is not on the RPL if the Center is filling a competitive service position by:

- a. A new appointment, unless the individual appointed is a qualified 10-point preference eligible.
- b. Transfer or reemployment, unless the individual appointed is a preference eligible, is exercising restoration rights based on return from military service or recovery from a compensable injury or disability within one year, or is exercising other statutory or regulatory reemployment rights.

4.6.2 Other actions for which the RPL does not apply are defined in 5 CFR 330.205.

4.6.3 Employees are considered qualified for a position if they:

- a. Meet the OPM qualification requirements (or, if applicable, the Aerospace Technology (AST) qualification

requirements) for the position, including any selective placement factors.

- b. Are physically qualified to perform the duties, with reasonable accommodation where appropriate.
- c. Meet any special qualifying condition that OPM has approved for the position.
- d. Meet any other applicable requirement for appointment to the competitive service.

4.7 Selection from the RPL

4.7.1 The default Agency-wide selection procedure to be followed when there are multiple registrants on the RPL qualified for a position is retention standing order, as provided in 5 CFR 330.207(b).

4.7.2 As an alternative, Centers may establish rating and ranking order as the selection procedure to be used for their RPL, as provided in 5 CFR 330.207. If this option is taken, the Center maintaining the RPL must establish this procedure in writing.

4.7.3 The Center must use the established selection procedure in all instances of applying the RPL until the established, written policy is changed.

4.8 Termination of RPL Eligibility

Employees who are registered on the RPL will be advised at the time of their registration of the circumstances that will terminate their RPL eligibility, in accordance with the terminating conditions stipulated in 5 CFR 330.203. No further notification of termination of RPL eligibility is required.

Chapter 5. Special Repromotion Consideration

5.1 Introduction

NASA employees who are changed to a lower grade through no fault of their own and are eligible for grade or pay retention are entitled to special repromotion consideration when applying for vacancies filled under NASA's Competitive Placement Plan at the grade from which downgraded or any intervening grade. This consideration is intended to facilitate their placement into positions at their former grade level by requiring that these employees be considered for repromotion before other candidates are considered.

5.2 Responsibility

5.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the repromotion consideration policies in this chapter.

5.2.2 Center Human Resources Directors shall:

- a. Provide eligible employees with information about NASA's repromotion consideration policy at the time the employees are notified that they will be downgraded.
- b. Ensure that selection practices for filling all vacancies comply with the requirements to give repromotion consideration to any repromotion eligibles.

5.2.3 Employees eligible for repromotion consideration are responsible for requesting this consideration by answering the applicable question in NASA STARS.

5.3 Coverage

The provisions of this chapter apply to NASA employees reduced in grade from GS-15 or equivalent and below who meet the requirements for grade or pay retention under 5 CFR, Part 536.

5.4 Repromotion Consideration Eligibility Requirements

5.4.1 A NASA employee is eligible for repromotion consideration if the employee:

- a. Has been placed in a lower grade as a result of RIF procedures or job reclassification.
- b. Is receiving grade or pay retention as a result of the RIF or reclassification action.
- c. Has a current performance rating of record of at least fully successful or equivalent.

5.5 Period of Eligibility

5.5.1 Eligibility for repromotion consideration begins on the date the employee's grade or pay retention commences.

5.5.2 Repromotion consideration eligibility terminates on the earliest of:

- a. Two years from the date grade retention commenced.
- b. Two years from the date pay retention commenced for those employees who were not eligible to receive grade retention.
- c. Loss of either grade or pay retention on the basis of conditions defined in 5 CFR 536.207 and 536.209.

5.5.3 Employees who are within the two-year eligibility period on the closing date of the vacancy announcement will receive repromotion consideration for that vacancy, if otherwise eligible.

5.6 Operation of Repromotion Consideration

5.6.1 Repromotion eligibles will receive consideration for NASA vacancies for which they apply via NASA STARS, provided that:

- a. The grade level of the vacancy is higher than that of the employee's current position, but the full performance level is no higher than the grade the employee held prior to the change to lower-grade action.
- b. The employee meets the OPM qualification requirements (or, if applicable, the AST qualification requirements) for the position, including any selective placement factors.
- c. The employee answers the applicable question in NASA STARS that indicates they are eligible for repromotion consideration.

5.6.2 NASA repromotion eligibles will be referred to the selection official after the Center has met its obligation to select employees eligible under CTAP and RPL, its obligation to give placement consideration to employees under the NASA Special Placement Consideration Program and prior to referring all other candidates.

5.6.3. Repromotion placement consideration does not mean that the eligible employees must be selected for the position. It means that the selecting official is required to consider repromotion candidates prior to receiving certificates of nonpriority candidates from other sources.

5.6.4 If there are multiple repromotion consideration eligibles, they will be referred in alphabetical order, and the selecting official may select any one of them for the vacancy.

Chapter 6. NASA Special Placement Consideration Program

6.1 Introduction

NASA's CTAP Special Selection Priority Program and NASA's RPL offer placement assistance to employees who face separation due to RIF, or who decline a directed reassignment or transfer of function outside the commuting area. The nature of assistance offered through these programs is defined in Chapters 1 and 4 of this NPR and the applicable parts of the Code of Federal Regulations. NASA's Special Placement Consideration Program offers additional assistance to employees eligible for CTAP and/or registered on the RPL due to a RIF by requiring that they be considered before other candidates for vacancies outside the commuting area.

6.2 Responsibility

6.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the special placement consideration policies in this chapter.

6.2.2 Center Human Resources Directors shall:

- a. Provide each eligible employee with information about NASA's special placement consideration policy at the time the employee is informed of eligibility for CTAP special selection priority and RPL registration based on a RIF.
- b. Ensure that selection practices for filling all vacancies comply with the requirements to give special placement consideration to eligible employees.

6.2.3 Employees eligible for special placement consideration are responsible for requesting this consideration by answering the applicable question in NASA STARS indicating their eligibility for CTAP/ICTAP.

6.3 Coverage

The provisions of this chapter apply to NASA employees who face separation and meet the requirements for CTAP eligibility as described in paragraph 1.5 and/or are registered on the RPL due to a RIF, as described in paragraph 4.5.

6.4 Special Placement Consideration Eligibility Requirements

6.4.1 A NASA employee is eligible for special placement consideration if the employee:

- a. Is a surplus or displaced employee eligible for CTAP special selection priority or is registered on the RPL due to a RIF.
- b. Has a current performance rating of record of at least fully successful or equivalent.
- c. Is applying for a position outside of their commuting area that is at or below the employee's current grade level or the grade level from which separated (and with no greater promotion potential).
- d. Meets the OPM qualification requirements (or, if applicable, the AST qualification requirements) for the position, including any selective placement factors.

6.5 Period of Eligibility

6.5.1 Employees are eligible for special placement consideration on the date they become eligible for CTAP special selection priority or are registered on the RPL due to a RIF.

6.5.2 Special placement consideration terminates on the date employees are no longer eligible for CTAP special selection priority or their RPL eligibility expires, whichever is later.

6.5.3 Employees who are eligible for CTAP special selection priority or are registered on the RPL due to a RIF on the closing date of the vacancy announcement will receive special placement consideration for that vacancy, if otherwise eligible.

6.6 Operation of Special Placement Consideration

6.6.1 An employee eligible for special placement consideration for vacancies outside the commuting area must apply for the vacancy via NASA STARS in order to receive such consideration. Employees who meet the OPM qualification requirements (and any selective placement factors) will be referred to the selection official after the Center has met its obligation to select employees eligible under CTAP and RPL, and prior to referring all other candidates.

6.6.2 Special placement consideration does not mean that the eligible employee must be selected for the position. It means that the selecting official is required to consider special placement consideration candidates prior to receiving certificates of nonpriority candidates from other sources.

6.6.3 If there are multiple special placement consideration eligibles, they will be referred in alphabetical order, and the selecting official may select any one of them for the vacancy.